



380 Marlborough Road • Brooklyn, NY 11226 • 718-940-9343 • www.thirdroot.org

Workshop Proposal Form

We are interested in hearing your proposal for a workshop at Third Root.

- Our base rate for using the room is \$30, and we ask that you give us 25% of anything made above \$100.
- Consistent with our policy ensuring that people of different races, ethnicities, and class backgrounds can participate, we expect your class to utilize a sliding scale fee.
- Please turn in this form at least **one month ahead** of your proposed workshop date so that we can maintain a full schedule and so that you have plenty of time for preparation.
- Advertising and outreach for your workshop is encouraged to ensure a good number of participants. Primary responsibility for advertising rests with the workshop provider. Third Root will assist these efforts by presenting your advertising materials (flyers, brochures, posters, etc) at Third Root, posting announcements on our website (www.thirdroot.org) and facebook page, making announcements in our yoga classes, and including a notice in our bi-monthly newsletter if the timing permits.
- Please deliver your workshop advertisement materials (including brochures, flyers and/or posters) to us at least two weeks before the workshop.

Please answer the questions below so we understand your plan.

Contact Person:	Email:
Address:	Phone:
Workshop presenter:	
Proposed workshop title:	
Proposed date(s):	
Population to attend (if it's limited):	
Expected number of attendees:	Maximum attendees:
Sliding fee scale for individual attendees:	
Translator needed? Which language?	RSVP required to attend?

Briefly describe your workshop.

Please write 2-3 sentences on your own background in this topic.

Please discuss the outreach / advertising you are planning to do for this workshop.

*Thank you for your proposal and commitment to good health, well-being, and social justice!
You can drop off or mail your completed form to the address at the top of this page, or email it to workshops@thirdroot.org.
We'll get back to you within two weeks.*